

SAMPLE MAINTENANCE PLAN*

MAINTENANCE PLAN: Describe, in detail, your plan for maintaining the proposed project for the next 3 years. Include what steps will be taken and who will be responsible for each activity.

MAINTENANCE ACTIVITY	DESCRIBE PLAN	FREQUENCY / SCHEDULE FOR ACTIVITY	RESPONSIBLE PERSON / ORGANIZATION
WATERING	<ul style="list-style-type: none"> ▪ Activate system and check for performance ▪ Request additional water when dictated by sustained high temperatures 	<ul style="list-style-type: none"> ▪ By 4/30 each year ▪ More than 7 days of 85+ degrees 	<ul style="list-style-type: none"> ▪ Park Maintenance Staff ▪ Tree Committee
RE-MULCHING	<ul style="list-style-type: none"> ▪ Inspect, reshape and add mulch 	<ul style="list-style-type: none"> ▪ By 5/15 annually 	<ul style="list-style-type: none"> ▪ Park Maintenance Staff
VEGETATION / WEED CONTROL	<ul style="list-style-type: none"> ▪ Weed mulched area. Use Round-up on persistent grasses 	<ul style="list-style-type: none"> ▪ As needed 	<ul style="list-style-type: none"> ▪ Park Maintenance Staff
FERTILIZING	<ul style="list-style-type: none"> ▪ 2 tree spikes on the diameter 3' out from the tree ▪ 3 tree spikes evenly spaced around tree 6 feet out from tree 	<ul style="list-style-type: none"> ▪ 2nd year ▪ 4th year 	<ul style="list-style-type: none"> ▪ Park Maintenance Staff ▪ Park Maintenance Staff
STRUCTURAL PRUNING	<ul style="list-style-type: none"> ▪ Examine and prepare a structural prescription for each new tree. ▪ Prune according to the prescription 	<ul style="list-style-type: none"> ▪ 2nd year ▪ As prescribed 	<ul style="list-style-type: none"> ▪ Tree Committee with a Certified Arborist
TREE INSPECTION (INCLUDING INSECT, DISEASE & STRESS MONITORING)	<ul style="list-style-type: none"> ▪ Inspect for stress, vandalism and insect and disease problems 	<ul style="list-style-type: none"> ▪ Monthly from bud break to leaf fall 	<ul style="list-style-type: none"> ▪ Tree Committee
TREE REPLACEMENT	<ul style="list-style-type: none"> ▪ Remove dead trees as soon as possible ▪ Plan, fund and plant new trees 	<ul style="list-style-type: none"> ▪ As needed ▪ As needed 	<ul style="list-style-type: none"> ▪ Park Maintenance Staff ▪ Tree Committee
OTHER (SPECIFY)	<ul style="list-style-type: none"> ▪ Remove tree ties and stakes 	<ul style="list-style-type: none"> ▪ 2nd year 	<ul style="list-style-type: none"> ▪ Park Maintenance Staff
OTHER (SPECIFY)	<ul style="list-style-type: none"> ▪ Provide tree care instructions to adjacent homeowners 	<ul style="list-style-type: none"> ▪ At planting time 	<ul style="list-style-type: none"> ▪ Tree Committee
OTHER (SPECIFY)			
SUMMARY OF PLAN / ADDITIONAL DETAILS			

*(Alternate formats for reporting 3-year maintenance plan may be used.)